

Publish a ready-made bulletin PDF

Use an already laid-out PDF as the whole bulletin issue, review its preview and choose publication.

6 min · Available with the permissions listed · 2026-09-27

Before you begin

- ✓ You have Manage bulletin permission for the selected community.
- ✓ Prepare the final readable PDF without a password, within 20 MB and 500 pages.

1 STEP 1 OF 4

Choose a ready-made PDF

Open **Bulletin** and select **Create bulletin or leaflet**. At **Where do you start?** choose **Ready-made PDF**. This uses the file as the whole issue; to insert a PDF on a composer page, use the layout guide instead.

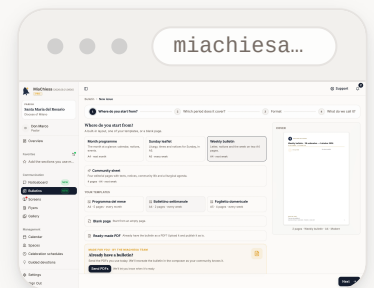


Fig. 1 Choose Ready-made PDF to use the file as the whole issue.

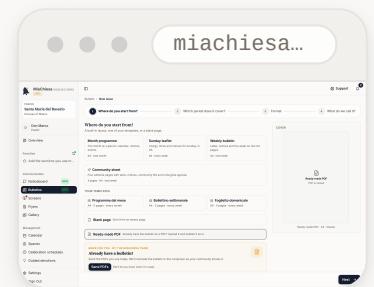


Fig. 2 The choice is selected; the issue has not been created or published.

2 STEP 2 OF 4

Set the period and name

Choose the bulletin period, format and **Issue name** in the following steps. Select **Create and open the composer**: the PDF issue opens without a file or publication yet.

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STEP 3 OF 4

Upload and review the file

In the **Ready-made PDF** editor, select **Upload the PDF**, choose the file in **Upload the issue's PDF**, then confirm the upload. The file must be a readable, unprotected PDF no larger than 20 MB or 500 pages.

Review the page count, size, format and **Preview**. A PDF that is neither A4 nor A5 is accepted with a warning and published as supplied; if it is wrong, use **Replace the PDF** before publishing.

4

STEP 4 OF 4

Review and publish

When the preview is correct, select **Publish....** Review the checks and channels in the publication dialog, then confirm **Publish now** or the scheduling command. Uploading alone leaves the issue as a draft; check for published status in the editor or bulletin list.

What you have achieved

- ✓ The uploaded PDF is the whole published issue; its pages are not recomposed.
- ✓ The channels chosen in the publication dialog determine where the issue appears.

Troubleshooting

The upload fails



Check that the file is a valid PDF without a password, up to 20 MB and 500 pages; export it again and retry.

Publish... is disabled



Finish the upload and wait for the issue to save; check that the PDF appears in Preview.

I only want to download a PDF



From Bulletin use **Export PDF** and follow **Prepare the bulletin PDF**.